

		National Defence Défense Nationale	Back to the DID List
DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES			
1. TITLE – TITRE		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION	
PROGRAM MANAGEMENT PLAN		DID 2.5.1	
3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET			
The purpose of the Program Management Plan is to provide a detailed description of the Contractors approach to meeting all the requirements of this SOW.			
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)	6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT	
August 2020	NWSO Technical Authority (TA)	N/A	
7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE			
CDRL-2.5.1 and SOW paragraph 2.5.1 refer. This DID contains the format and content preparation instructions for the data generated under the work tasks described in the NWS O&M SOW.			
8. ORIGINATOR - AUTEUR		9. APPLICABLE FORMS - FORMULES PERTINENTES	
NWSO TA		NIL	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES			
10.1 <u>Source Document</u> NWS O&M SOW Section 2, paragraph 2.5.1			
10.2 <u>Content and Format</u>			
10.2.1 The Program Management Plan shall be prepared and delivered in Contractor format.			
10.2.2 The Contractor shall establish and implement a written Program Management Plan which shall describe the Contractor's approach to meeting all the requirements of this SOW. The plan shall document the Contractors Organization, the location of its offices, and detail key personnel within the organization, their responsibilities and location within the reporting structure. The Plan shall include at a minimum, the following key personnel: <ul style="list-style-type: none"> a. The Program Manager who is responsible for the overall implementation of the NWS; b. The Quality Systems and Risk Manager who is responsible for the preparation, maintenance and implementation of the NWS Quality Management Plan; c. Satellite Office Managers who are responsible for the daily operation of the LSSs, NWSCC and the NWSSC; d. Inuit Benefits Manager who is responsible for guaranteeing the contractually required Inuit Benefits are achieved; e. Occupational Health and Safety Officer who is responsible for the preparation, maintenance and implementation of the Occupational Health and Safety Plan; f. Contracts Manager who is responsible for the overall administration of the NWS O&M contract; g. Sustainment Manager who is responsible infrastructure sustainment requirements in the SOW, including the Life Cycle Material Manager (LCMM), Configuration Management of the NWS configured items and performing trend analysis on NWS installed systems. The Technical Services Manager also has responsibility for the management and implementation of AWR projects; 			

	<ul style="list-style-type: none"> h. The Operations Manager who is responsible for the preparation, maintenance and implementation of the Five Year Operations & Sustainment Plan, including NWS PMI program, scheduling and performing corrective maintenance on NWS equipment and systems, monitoring and control of NWS radar operations, coordination of airlift, sealift and fuel resupply; i. Logistics Manager who is responsible for coordinating all aspects of resupply including sealift, airlift and ground transportation, as well as repair and overhaul of Canadian and American equipment; j. Chief Security Officer who is responsible for administering the requirements of the SRCL; k. NWS Business Planner who is responsible the preparation and ongoing administration of the 5 Year Business Plan; l. Mobile Support Equipment Fleet Manager who is responsible for maintaining and life cycle management of the NWSO MSE fleet; m. Chief Information Officer who is responsible for the Information management System and Cyber Security; n. Environmental Services Officer who is responsible for ensuring compliance with all federal, provincial and territorial legislation; and o. Fire Services Officer who is responsible for the preparation, maintenance and implementation of the Fire Services Plan.
10.2.3	The key management positions to be staffed at all times by incumbents or authorized acting personnel. No Key management positions vacant or otherwise occupied by acting personnel for more than 4 months and no more than 2 key positions vacant or otherwise staffed by acting personnel simultaneously.
10.2.4	The plan is to be updated at a minimum annually by 01 April or more frequently as circumstances warrant.